

Tri-County Computer Services Association

# USPS – Updating ZIDs

3/26/2015



This page intentionally left blank.

When updating or adding employee information in BIOSCN for employees who require a ZID, please choose the scenario that is applicable and follow the instructions for that scenario.

### **Scenario #1**

**Updating** employee information in BIOSCN for an employee who has a previously assigned ZID...

1. A previously assigned ZID must be erased from the 'State Assigned ID' field when updating an employee record using BIOSCN.
2. Answer the 'Assign ZID?' pop-up window with '**No**'. This pop-up window will appear after pressing <Enter> to modify the employee record.
3. Use the UPDATE\_ZID program to re-assign the correct ZID to the employee.
  - a. This program is on the USPS\_LCL menu.
  - b. When running this program, you will need to enter the employee id and the ZID for the employee.

### **Scenario #2**

**Updating** employee information in BIOSCN for an employee who does not have a previously assigned ZID...

1. If the employee should have a ZID, answer the 'Assign ZID?' pop-up window with '**Yes**' when updating the employee record using BIOSCN. This pop-up window will appear after pressing <Enter> to modify the employee record.

### **Scenario #3**

**Adding** a new employee in BIOSCN...

1. If the employee should have a ZID, answer the 'Assign ZID?' pop-up window with '**Yes**' when adding the employee record using BIOSCN. This pop-up window will appear after pressing <Enter> to add the employee record.